

Top 5 most used tools: where they are and what they do



All tools can be found in the Tools menu

Pen - writes with any color and any width
(set using the dots or slider)

Text tool - add text to your page.

Tip: make many text boxes instead of just one big one



Fill tool - will fill any shape, background, or word
with the chosen color

Clock - can be used to show the time,
count up or count down



Camera Tool - will take a picture of
anything on your screen

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Top 5 ways to find out what you don't know

1. Tool Tips ~ Hover over any button and it will tell you what its name is
2. Ask a friend!
3. Help Menu > Contents, then search
Gives descriptions and tips of tools and uses
4. Promethean Planet Forum ~ search for keywords
<http://www.prometheanplanet.com/forum/>
5. Promethean Tech Support ~ 1-888-652-2848

Top 6 ways to create and use Flipcharts



Resource Browser ~ Drag and drop pictures, backgrounds, sounds, templates, activities... make sure to explore all the different folders



Scratch off ~ Cover pictures or text with pen and then erase during the lesson. Tip: make the pen really wide using the slider



Focus tools ~ Revealer and Spotlight, found in the tools menu, used to eliminate distractions and focus attention on a specific part of the page



Group ~ select more than one object on the page and group them together by clicking on the group button



Drag a Copy ~ make an infinite pile of copies of any object. Select the object by clicking on it once, choose the menu icon then click on "Drag a copy"



Link to websites ~ Insert > Link > Website...

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All my lessons are in PowerPoint or SmartNotebook what do I do?

PowerPoint

Tools > Desktop Annotate



You will be able to write overtop of your PowerPoints if you choose the pen tool or flip through the presentation using the select (arrow) tool

Smart

File > Import > Smart Notebook File

